

APPEAL RIGHTS

You have a right to appeal any determination the Agency makes with respect to your benefit rights. You may file the appeal in person, by mail, or by fax.

In all cases, the appeal must be filed within 15 calendar days from the mailing date indicated on the determination. Timeliness of the appeal is determined by the date an individual reports in person to file, postmark date, or fax receipt date.

Do not delay your appeal. If your appeal is filed late without good cause, there is no authority to give it consideration.

INTERSTATE BENEFITS

You may have worked in some other state or Canada and are now unemployed in Louisiana. You may have worked in Louisiana and are now unemployed in some other state or Canada. Go to the nearest public employment office wherever you are, and you will receive information on your insurance rights.

FRAUDULENT CLAIMS

You are cautioned that you must report truthfully about conditions which affect your rights to benefits. Anyone who makes a false statement to obtain benefits to which he is not entitled shall be guilty of a misdemeanor punishable by fine or imprisonment or both.

A false statement may lead to disqualification for 52 weeks which immediately follows the week the disqualification determination is issued.

BENEFITS ARE TAXABLE

All unemployment benefits are fully taxable. Federal income tax is not withheld from your benefits automatically. However, LDOL will withhold 15% for your federal income tax from any unemployment insurance benefit payments if you so choose.

LOCAL OFFICES

Alexandria 1510 Lee St.
Bastrop 250 Holt St.
Baton Rouge 1991 Wooddale Blvd.
Bogalusa 438 Avenue B.
Bossier City 2331 Airline Dr.
Chalmette 120 E. Solidelle St.
Covington 19376 N. 3rd St.
Crowley 124 E. 3rd St.
DeRidder 301 N. Stewart St.
Ferriday 105 EE Wallace Blvd.
Gonzales 1827-D S. Burnside
Hammond 1711 Nashville Ave.
Houma 7528 Main St.
Lafayette 706 E. Vermillion
Lake Charles 1028 Enterprise Blvd.
LaPlace 2701 New Hwy. 51
Leesville 501 S. Fourth St.
Mansura 2104 Cleco St.
Metairie 6701 Airline Hwy.
Minden 310 Homer St.
Monroe 1801 Auburn Blvd.
Morgan City 7710 Hwy. 90 East
Natchitoches 303 Bienville St.
New Iberia 603 Center St.
New Orleans 1513 Thalia St.
New Orleans East 5741 Crowder Blvd.
Oakdale 107 S. 12th St.
Opelousas 262 W. Bellevue St.
Ruston 307 N. Homer St., Suite 305
Shreveport 2900 Dowdell St.
Slidell 316-A E. Howze Beach Rd.
Tallulah 405 N. Cedar St.
West Jefferson (Harvey) 2150 Westbank Expressway
Winnsboro 209-B Fair Ave.



LOUISIANA WORKS
DEPARTMENT OF LABOR

WORKER'S CLAIM INFORMATION

For

Unemployment Insurance

Administered By:

**LOUISIANA
DEPARTMENT OF LABOR
OFFICE OF
REGULATORY SERVICES**

NOTICE TO EMPLOYER - In accordance with Section 1621 of the Employment Security Law, you are requested to give this pamphlet to a worker who is separated from your employment permanently or for an indefinite period.

This leaflet gives a general explanation of the benefit rights of an unemployed worker in accordance with the Louisiana Employment Security Law. This explanation does not have the effect of law, ruling, or regulation.

**LDOL 87W
(R 2/00)**

www.LAWORKS.net

1 - 877 - LA WORKS

FOREWORD

This leaflet is designed to provide you, the worker, with a brief explanation of your rights under the Louisiana Employment Security Law. As it is impossible to cover all conditions which may affect your claim, you may consult a representative of the Louisiana Department of Labor (LDOL) at any of the Local Offices on page 6.

Remember unemployment insurance is the worker's protection against hardship and suffering through lack of earnings during periods of forced unemployment. **THE WORKER IN LOUISIANA PAYS NOTHING FOR THIS PROTECTION.** The employers pay, to the state of Louisiana, contributions on wages paid to workers, which creates and maintains the funds from which benefits are paid.

SERVICES PROVIDED WORKERS

LDOL provides a twofold service to the worker. (1) It tries to place the unemployed worker in a job. (2) It pays unemployment insurance to jobless workers who are eligible and can qualify for benefits as prescribed by the state law.

REGISTERING FOR WORK AND FILING A CLAIM

The worker who has become unemployed should go to the nearest local office or sub-office of LDOL and register for work. A claim for unemployment insurance may also be filed at this time. In filing your claim, it is necessary that you furnish the following information:

1. Your federal Social Security Number.
2. Your name and correct mailing address.
3. The names and addresses of your employers for the past 18 months.
4. The complete reason for your unemployment and the last day you worked.

AMOUNT OF BENEFITS

The weekly amount of unemployment insurance which you may receive can vary. This amount is known as your "weekly benefit amount" and is fixed by law. You must have earned a minimum of \$1,200.00 in the base period and wages must have been earned in at least two of the four quarters in the base period in order to qualify for benefits.

ESTABLISHING A CLAIM FOR BENEFITS

To establish a claim for benefits, you must show, at the time of filing your claim for benefits, that:

1. You are unemployed.
2. You have registered for work.

3. You are able to, and available for, work (meaning there is nothing to prevent you from accepting suitable work), and you are conducting an active search for work.
4. You have been paid wages by employers subject to the Louisiana Employment Security Law during the base period equal to at least one and one-half times the wages paid in the highest quarter in the base period.

All of the above requirements must be met; otherwise, you cannot receive benefits.

PARTIAL CLAIMS

Benefits for partial unemployment are paid to workers who are still in the employ of their regular employer, but who, because of lack of work, are employed less than a full work week and earn less than their weekly benefit amount.

BASE PERIOD

Insurance is paid on wages you earned in a past 12 month period. This is called your base period.

Here is a simple way to figure out your base period:

If you file your claim between:	Your base period will be between:
January and March	October of the year before last and September of last year
April and June	January and December of last year
July and September	April of last year and March of this year
October and December	July of last year and June of this year

WAITING PERIOD

Louisiana Unemployment Insurance Law provides that the first week benefits would otherwise be paid is to be held as the **"Week of Waiting,"** no matter how long you have waited to file after becoming unemployed. You must serve a week of waiting before you can begin drawing unemployment benefits for subsequent weeks.

DISQUALIFICATIONS

Although you may meet the eligibility requirements for unemployment insurance, you may still be **DISQUALIFIED**. The Louisiana Employment Security Law requires the assessing of a disqualification if:

1. You left your employment without good cause attributable to a substantial change made to your employment by your employer.
2. You are discharged for misconduct connected with your employment.
3. You fail to (a) apply for available suitable work, (b) accept suitable work when offered, or (c) return to your customary self-employment.
4. For any week you are unemployed due to a labor dispute which is in active progress at the factory, establishment, or other premises at which you are, or were, employed.
5. For any week or part thereof you are receiving or seeking benefits under an unemployment compensation law of another state or of the United States.
6. For any week or part thereof you are receiving or have received:
 - a. Wages in lieu of notice.
 - b. Compensation under the Workers' Compensation Law.
 - c. Payments under any pension plan, toward the cost of which the base period employer is contributing or has contributed in your behalf.
 - d. Bonus pay.
 - e. Vacation pay.
 - f. Severance or dismissal pay.
 - g. Holiday pay.
7. You fraudulently seek or receive benefits to which you are not entitled.
8. You have not earned a certain specified amount after the beginning date of the benefit year of your prior claim, provided you received benefits during the benefit year of that claim.

(If you are disqualified for any of the reasons listed in 1, 2, or 3 above, you will be denied benefits until you have been paid wages for work in covered employment equivalent to at least ten times your weekly benefit amount subsequent to the week of the disqualifying conditions. If you are disqualified under 2 above, and such misconduct has resulted in damage to the employer, no benefits can be paid to you based on wage credits earned with that employer).